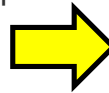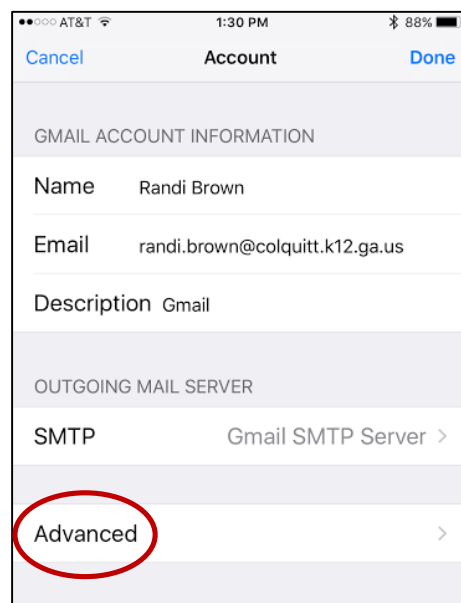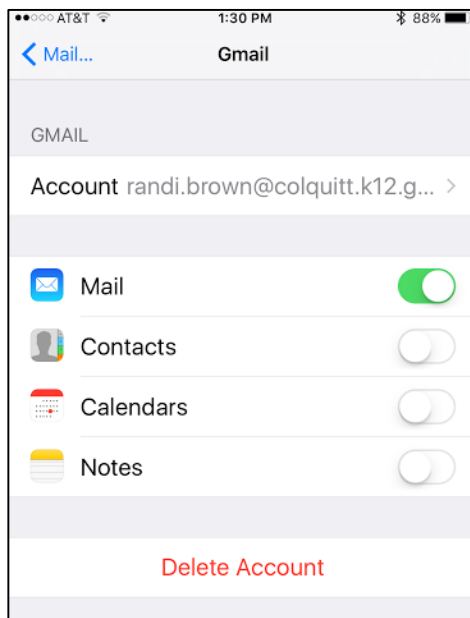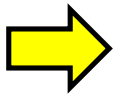# How to Add Trash as a Swipe Option for Mail on iPhone or iPad
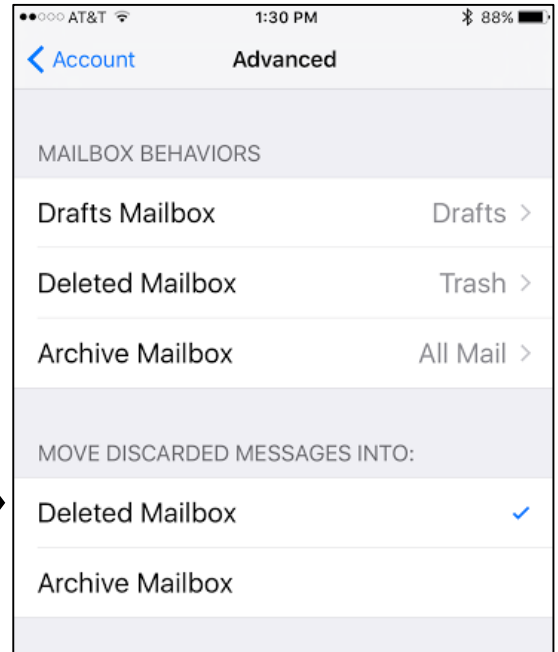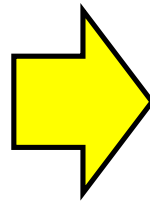
1. Choose **Settings**.
   Choose **Mail, Contacts, or Calendar**.
   Choose **Accounts,**
   Next, choose the **email account** you want to set up
   having a trash option (It is likely you will want it
   on all of your accounts, so you'll have to do this
   on each account).
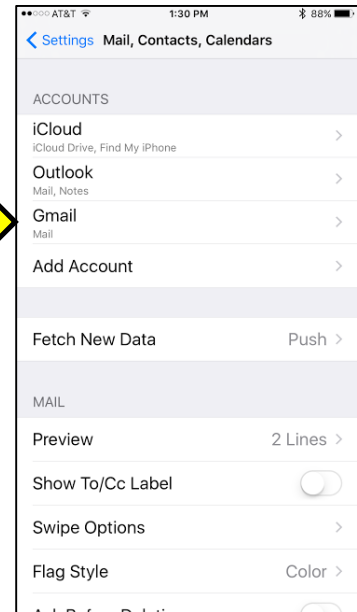
2. Tap on **Account**. Then tap on **Advanced**.

3. In the "Move Discarded Messages Into:" section, check off **Deleted Mailbox** by tapping on it.

4. Go back to the previous page by tapping **Account** in the top left. Then tap **Done** in the top right. _Keep going back by tapping the button in the top left until you are all the way back to the main Settings page._ This is important! Sometimes the changes you make take immediate effect, but sometimes they don't until you properly exit by going back page by page until you are back at the main Settings page.

5. Go to your inbox and swipe left on an email. A partial swipe will pull out your options: More, whatever you set as your Swipe Left option (if you set one), and Trash. You can tap on trash from here, but the easiest way is just to do a full swipe from the leftmost side of your screen all the way to the right, which just shoots your email to the trash without delay.